

### **Joan Lockwood - General Manager & Vice President of Operations**

As the Operations Vice President for XMCO, Joan is responsible for senior management oversight of all XMCO contracts. Joan joined XMCO in 1982 and assumed the role of Operations Vice President in 1993. Joan brings 28 years of experience in program and/or senior management oversight and defines resource allocations, corporate milestone schedules and monitors contract performance to ensure corporate and client objectives are met. She is also responsible for new business development and actively assists clients in preparation of DoD proposal responses.

Joan oversees numerous programs for a wide variety of major military vehicle systems, including construction equipment, material handling equipment and tactical vehicles. She works in partnership with OEM and DoD counterparts through all phases of program execution to help ensure success.

Before joining XMCO, Joan was a technical training instructor at General Dynamics Land Systems Division. In this role, Joan was responsible for designing and developing a wide variety of instructional and promotional programs for use by U.S. Army personnel. Joan was responsible for analyzing logistic support analysis (LSA) data for the M1E1 Tank. She was also responsible for writing, producing, and directing videotape presentations that ranged from major promotional productions highlighting General Dynamics' products to short safety training programs for military personnel.

Joan has a Bachelors of Science degree in Mass Communications and Journalism from Western Michigan University.

### **Marie Ravetta - U. S. Marine Corps Program Manager**

Marie is the XMCO Program Manager supporting the USMC Technical Publications program and is responsible for managing the development and delivery of all of XMCO's USMC logistics products. In this role, Marie analyzes project scope documents and coordinates schedules, working closely with USMC contracting and project team members, equipment manufacturers, and vendors/subcontractors; plans internal resources and personnel; coaches USMC team members to help them succeed in their current roles; and leads the project teams of project managers, writers, provisioners, analysts, illustrators, editors, and production staff from start of work to final delivery. In addition to these duties, Marie also provides new business development support as required.

With over 20 years of progressively responsible management experience working primarily with the development of military publications, Marie brings to XMCO a broad knowledge of logistics support, and the relationship between supply, maintenance, and engineering. Her grasp of the integration of key logistics elements is essential to the achievement of program objectives.

Marie has completed several contracting, logistics, and maintenance management courses through Defense Acquisition University (DAU) and US Army Logistics University and has fulfilled the requirements for DAWIA certification in Program Management and Life Cycle Logistics. She also received her certification as a Project Management Professional (PMP) in 2008. Marie's specialized education coupled with her experience in providing support to the user in the field, allow her to anticipate potential problem areas and develop alternatives to avoid them.

In addition to her experience in the defense field, Marie also operates a successful small rental business that she and her husband established over 20 years ago.

### **Theresa Caverly - U. S. Marine Corps Project Manager**

Theresa is a Project Manager for XMCO, supporting U.S. Marine Corps programs. She has had progressively more demanding and responsible positions in publishing for nearly 20 years, and is experienced in all aspects of the publishing process. Over the years she has managed staff of diverse personnel including technical writers, project managers, editors/proofreaders, graphic artists and desktop publishers. Noteworthy also is her experience coordinating all facets of development and production of automotive technical training programs including classroom, computer-based, web-based and satellite-broadcast courses for major automotive OEMs.

Theresa creates budget and schedule for multiple projects, and is responsible for ensuring completion of programs according to schedule and within budget. Her strengths lie in attention to detail, customer relations, proven ability to create and implement a process, and the ability to organize and manage multiple projects at once. This diverse background and skill set has made Therese particularly suited to meet the demanding requirements of U.S. Marine Corps projects. Theresa holds a Bachelor of Science in English from Central Michigan University.

### **Derrick Shelton - Provisioning and RPSTL Development Manager**

The Provisioning and RPSTL Development Supervisor, Derrick Shelton, is responsible for establishing and enforcing quality standards for provisioning and RPSTL. He supervises a team of experienced Logistics Analysts and Provisioning Specialists in the execution of related program objectives. He ensures that provisioning/RPSTL documentation is produced in accordance with current Military Standards, and CCSS contract requirements. His duties also include developing Logistic Control Numbers (LCN) and Source Maintenance Recoverability (SMR) codes, and assignment of vehicle top-down breakdown for development of family trees.

Derrick has over 20 years of provisioning and RPSTL expertise and has supervised the development and delivery of numerous provisioning/RPSTL files for TACOM equipment.

Derrick has earned a Professional Project Management Certification and Professional Management Certification from Walsh College.

### **Michael Althoff - Technical Writing Manager**

The Technical Writing Supervisor, Mike Althoff, is responsible for organizing, planning, and directing technical writing, logistic engineering/maintenance, and validation/verification activities for assigned programs. He serves as the primary contact regarding Technical Manual and Training development.

Mike possesses over 15 years of technical manual experience specializing in vehicle repair and diagnostic information. He has developed and published manuals for General Motors Corporation, Ford Motor Company, Saturn, and the U.S. Army. These written manuals ranged from small repair procedures to vehicle structural frame repairs to 30-ton earth moving equipment maintenance. Most recently, Michael was Program Manager for the multiple Add-on-Armor (AoA) programs for XMCO. The AoA programs, which fall under one umbrella for the TACOM PM shop, encompassed five different contracts with different prime contractors.

Michael also possesses extensive experience with developing diagnostics for electrical/electronic systems, on-board control modules, and communication interfaces between on-board modules and off-board diagnostic equipment. Michael is well-versed in XMCO's TM development philosophy, and provides direct customer support at every phase of the project.

Michael received specialized training from Lawrence Technical University, Macomb Community College, and Orange Coast Community College. Michael is ASE certified and is a Michigan State Certified Mechanic.

### **Mary Joseph - Publishing & QA Manager**

The Documentation QA/Production Supervisor, Mary Joseph, has over 20 years of experience in the production and quality assurance of technical publications.

Mary is responsible for defining the final output requirements of deliverables in accordance with the governing specifications. She is also responsible for providing customized FrameMaker templates to the XMCO technical writers, and serving as the internal contact for both writers and other personnel regarding related issues. She has mastered the most current military standards and specifications formats, and supervises a team of experienced Documentation Specialists, Graphic Illustrators and Quality Control Editors in the production of quality draft and final publications. She also supervises the production and delivery of electronic and paper files as required by each contract.

Mary has Bachelors Degree from University of Michigan and a Masters degree from Bowling Green State University.